

Cuyahoga Valley National Park Volunteer Program

Building a Community of Park Stewards



Conservancy for Cuyahoga Valley National Park

Internship Opportunity

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| Position Title: | Development Assistant |
| Dates of Internship: | Late August through December. Start date and end date flexible |
| Hours: | Part time, 15-20 hours/week within the workweek, Monday-Friday, 9am-5pm. Some weekends, evenings, and holidays expected. |
| Location: | Conservancy for Cuyahoga Valley National Park's Hines Hill Campus located at 1403 W. Hine Hill Road, Peninsula OH, 44264 |
| Duties: | The Conservancy for Cuyahoga Valley National Park is a membership based 501c3 nonprofit created to engage public support and provide services to enhance public use and enjoyment of the Cuyahoga Valley National Park. We seek a dedicated intern to help us maintain contact with our 3,400 members by writing personal notes on membership renewal notices, assisting in maintaining the membership database, assembling mailings such as thank you letters, renewal packets and appeals. Also, support the implementation of small scale donor recognition events including invitation creation, invitation mail list, event registration list and day of event activities. |
| Skills Required: | For this internship role we're looking for a creative, enthusiastic person to join our small and dynamic team to assist with membership communications. With an eye for detail, you will be comfortable with writing for a public audience, communicating effectively with diverse audiences, helping to organize events, and helping to pitch in with whatever needs doing. |
| Requirements: | Applicants must complete a National Park Service Volunteer-in-Parks Agreement and may be subject to a background investigation. U.S. citizenship, valid driver's license, and reliable transportation required. Local candidates only. |
| Salary/Benefits: | No stipend available. Student may obtain internship credit with university upon approval of academic advisor. Interns are eligible for injury compensation and tort claims the same as federal employees and are considered to be federal employees for those purposes only. |
| Outcomes: | This is an opportunity for you to see first-hand the workings of a medium sized, vibrant non-profit. This role offers someone with initiative the possibility to be creative and make a personal impact, as well as supporting the project as a whole. In doing so you will gain an understanding of working in the non-profit sector and learn more about the many varied aspects of Cuyahoga Valley National Park. |
| How to Apply: | Send résumé and cover letter to apply@forcvnp.org with the position title as subject line. |

